

**BOARD OF SELECTMEN
TOWN OF EAST WINDSOR
11 RYE STREET
EAST WINDSOR, CONNECTICUT**

MINUTES OF SPECIAL MEETING – BUDGET WORKSHOP,

Wednesday, February 11, 2015 at 6:45 p.m.

These minutes are not official until approved at a subsequent meeting.

Members Present: Denise Menard, Jason Bowsza, Steven Dearborn, Dale Nelson and James Richards
Members Absent: None
Others: Kathy Pippin, Richard Pippin, Marie DeSousa, Jerilyn Corso, Linda Sinsigallo, Angelo Severino, Vincent Bologna, Elyse Spielberg, Bill Dove, Beth Grant, Beverly Percoski, Lynn Stanley, Daniel Burnham, Bob Rybeck, Sue Ellsworth, Thomas Arcari, Gerald Bancroft, Jim Barton, Mike Balf, James Barton, Sr. and Sherry Sarra

I. Call to Order

First Selectwoman Denise Menard called the Budget Workshop to Order at 7:52 p.m. in the East Windsor Town Hall.

II. Attendance

Denise Menard, First Selectwoman
Jason Bowsza, Deputy First Selectman
Steven Dearborn, Selectman
Dale Nelson, Selectwoman
James C. Richards, Selectman

III. Budget Presentations

Ms. Menard commented that this is the first of a few budget workshops. The next meetings will be Tuesday, February 17, 2015, Thursday, February 19, 2015, Saturday, February 21, 2015 and Wednesday, February 25, 2015. All workshops will be held at the East Windsor Town Hall.

• **Registrars of Voters (411500)**

Ms. Linda Sinsigallo and Mr. Angelo Severino, Registrars of Voters, addressed the Board. Ms. Sinsigallo explained that the only increase requested is a 2% increase in salaries. The other change made from last year is a decrease of \$4,800 for memory/media cards. Those cards were replaced last year and it is anticipated their

life span is approximately eight years. Mr. Severino indicated unless the Secretary of State's changes mandates such as poll books, there shouldn't be any other increases. The goals which the department has for 2015-2016 is the replacement of carpeting in the office and blinds for the windows. Ms. Menard mentioned that the Registrar's goals should be getting more voters to the polls during elections. She also suggested next year adding the carpeting and blinds to their budget as a capital purchase. This would be classified as a capital purchase within the department because it is anticipated the cost will be up to \$5,000.

A discussion was held regarding poll books and the cost of same, confirming that salaries is correct and the line won't run short if there are more referendums or primaries than anticipated. After the brief conversation, it was suggested the Registrar's take a second look at their proposed budget and make any changes which are necessary and return it back to the Board within the next week or two.

- **Warehouse Point Library (710300)**

Ms. Menard introduced to the Board, Mr. Vincent Bologna, Director of Warehouse Point Library, Ms. Elyse Spielberg, President of the Library Association of Warehouse Point. Mr. Bologna explained in his proposed budget, he is requesting the same amount as was requested last year. The library would like to increase staff so the library can be open more than two weekday evenings and Saturdays until 5:00 p.m. The library is not a town agency and has an endowment which it uses; however, the library does appreciate the Board of Selectmen and Board of Finance for their support over the past years. The library does has fundraisers throughout the year to increase revenue along with donations, the library hopes to raise approximately \$20,000. The library has received a lot of requests of keeping the library open more weekdays so business and other groups could use the community room; however, the library is unable to stay open due to the reduction in staff due the lack of funds. All of the staff, other than the Director, are all part-time employees, who work 20 to 25 hours per week. Those employees do not have benefits other than the Director. The police department and the library had a meeting a few years ago because there was a concern about staff safety. The police department suggested at least four people be on shift; however, most of the time only three staff members are on duty. The Warehouse Point Library is requesting a budget of \$283,722 or an increase of \$46,120.

A brief discussion was held.

- **Broad Brook Library (710300)**

Ms. Menard introduced Mr. Bill Dove, Board Member of the Broad Brook Library Association. He gave Board Members a document entitled "Broad Brook Library (BBL) Funding Request Presented to East Windsor Board of Selectmen" dated February 11, 2015. Mr. Dove commented that he has brought with him Ms. Beth Grant, President of the BBL Association, Ms. Beverly Percoski, Treasurer of the

BBL Association and Ms. Lynn Stanley, Friend of the BBL. The purpose of the Broad Brook Library is to provide a varied and interesting selection of new and older books. It serves 40 to 50 patrons a week and is only open two days a week. The library encourages a friendly, old fashioned and helpful community atmosphere in a historic setting. This library serves as an alternative to the Warehouse Point Library for the villages of Broad Brook, Windsorville and Melrose and it also serves senior residents who lack transportation as the library is in walking distance. Mr. Dove discussed the current financial status of the library indicating that the annual expenses are approximately \$9,000 to \$10,000 per year which includes books, heat, lights, insurance and a part-time employee. The current town stipend for the past several years has been \$2,250. In the past, the stipends were as high as \$13,000. Without additional funding, the library may have to close within a few years. The library is attempting to raise additional funds such as obtaining IRS 501(c) 3 status to enable tax deductible contributions, launch a fund drive, solicit contributions from local businesses, develop a website to attract additional visitors and to hold a tag sale, bake sale and book sale to raise money. At this time, the library is asking the Board of Selectmen and Board of Finance to significantly increase funding. The Broad Brook Library is requesting a budget of \$10,000 or an increase of \$7,450.

A brief discussion was held.

- **Cemetery Association ()**

Ms. Menard introduced Mr. Daniel Burnham, Mr. Bob Rybeck and Ms. Sue Ellsworth. Mr. Rybeck gave to all of the Board Members a document entitled "East Windsor Cemetery Assoc. Inc., Profit and Loss" dated January through December, 2014 for their review. Mr. Burnham and Mr. Rybeck addressed the Board and indicated that the Cemetery Association is requesting the same amount as last year \$14,998.00 which is below the \$15,000 minimum budget required for an audit. They have received an estimate from a CPA that it would cost approximately \$500 to \$1,000 for a statement review and approximately \$2,000. Ms. Menard commented that the Cemetery Association has requested the same amount for a few years due to the fact it would have to spend money on an audit. There are many road projects that need to be completed, but they would fall under the capital improvement; however, the association has not requested those projects to the capital improvement project committee. It was suggested that next year, the Cemetery Association meet with the First Selectwoman to discuss possible capital improvement projects to be requested in the month of August. And it was also suggested that having an audit performed for \$2,000 might be fruitful in order to obtain funds for capital improvements.

A lengthy discussion was held.

- **Broad Brook Fire Department (511000)**

Mr. Thomas Arcari, Chief and Mr. Gerald Bancroft, Deputy Chief addressed the Board. They indicated that there not much change from last year. Increases in supplies and equipment of \$750 which includes medical supplies, testing and Hazmat. The biggest item increase is vehicle and gas increased to \$6000 due to the ten tires which will be needed for the trucks. The rest of the operating budget is standard quo. Other change discussed was the additional part-time fireman, actually two are being requested one for Broad Brook and the other for Warehouse Point at a cost of \$43,000. Mr. Bowsza had a question in regards to the increase of vehicle and gas given that the price for gas has substantially fallen in the past few months. Chief Arcari acknowledged the prices have fallen for gasoline, but those prices may rise again as fast as they came down. Given the State of Connecticut's projections of loss of revenue, gasoline could rise again. He also mentioned the department is now overtaking the cost of the building fuel and the building is shared with the senior center.

A brief discussion was held regarding the part-time firemen for Broad Brook and Warehouse Point and hiring those two positions will give the fire departments full year coverage.

- **Warehouse Point Fire District (511000)**

Chief Jim Barton, Mr. Mike Balf, Mr. James Barton, Sr., and Ms. Sherry Sarra, were invited to discuss this budget request with the Board. Mr. Balf referred the Board to the letter written dated January 18, 2015 which gives a general idea what the Warehouse Point Fire District will require for the next budget year. On Page 2 of that letter, it shows a breakdown of all the calls the district made during the last year, a total of 436 calls. This year as of the date of the meeting there has been 70 calls. It was asked if the district can fine business and/or homeowners for false fire alarms. The Chief explained fire alarms are classified differently than burglar alarms as fire alarms are set off by smoke detectors and burglar alarms can be set off by human error. It was asked why there was an increase in calls and it was answered due to the increase in motor vehicle accidents and power outages cause some calls as well. Mr. Balf began discussing the sections of the budget, increases in the Administration includes computer software updates needed for the firehouse software, insurance costs, computer equipment updates, professional fees and uniforms. Increases in facilities include building maintenance and repairs for two fire stations; fire sprinklers which is required five year main value sprinkler tests, generator preventative maintenance; and repair of closing safety switches on all overhead doors. Increases in fire equipment include replacement bottles needed, current bottles are restricted from being refilled after use and protective clothing. Due to the increase of calls, there are an increase in fuel for the trucks along with replacement tires for the truck. The tires are over ten years old and per NFPA replacement tires should be done after seven years. Ms. Menard commented that a

part-time fireman to be added to this budget as well for the \$43,000. The whole \$86,000 (2 part-time fireman) request will be incorporated into this budget one for Warehouse Point and the other for Broad Brook.

The conversation then turned to the question of the Warehouse Point Fire District becoming a taxing district and the progress it has made in doing so. According to Mr. Balf, there are many steps which need to be completed, but the district has been making some headway in those steps. A lengthy discussion was held regarding fire district tax, how the district would tax, collect taxes and how it would affect the Town's budget.

IV. Adjournment

The meeting was adjourned at 9:56 p.m.

Respectfully Submitted,

Denise M. Piotrowicz
Substitute Recording Secretary